

REHABILITATION SPECIALIST

GRADE: 19

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Rehabilitation Specialist performs intermediate professional and administrative work and difficult technical work involved in managing the Housing Rehabilitation Program, including gathering, distributing, information and funds and explaining the rehabilitation portion of the City's Community Development Block Grant Program. The work requires a proactive approach with outside and inside contacts to carry out the programs and to explain specialized matters to the general public, with occasional contacts with higher level officials. There are light physical demands, and the working conditions are somewhat disagreeable due to exposure to the elements of the outdoors and/or stress from frequent contact with the public and contractors. The incumbent's technical work is subject to functional policies and goals under general managerial direction. The incumbent participates with others, within and/or outside the organizational unit, in program development, service delivery and is responsible for overseeing, monitoring and coordinating activities of outside contractors and vendors.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Manages the City's Housing Rehabilitation Program.

- Visits projects in progress on a regular basis; consults with contractors relative to the work; addresses any issues that may be raised by the homeowner; and remains available to both the homeowners and contractors to facilitate the work.
- Identifies existing and unanticipated required work (i.e. concealed faulty wiring); informs the homeowners and assists in negotiating an acceptable price for the work; monitors and records the job's progress and all changes in the work using the City's Permit Plan System.
- Ensures work is done in accordance with work write-ups, drawings, specifications, City Code, and provisions of the Community Development Block Grant (CDBG) Program.
- Completes, produces, submits and administers the CDBG contract and related documents including: notification to interested parties; submitting required paperwork to other City departments; and effecting payments.
- Assists in determining recipient eligibility by performing and administering intake, assessment of applicants, determining property ownership, administering the Bid process performing environmental reviews, determining historic significance; and making recommendations on acceptance of applicants; etc.
- Conducts site visits and coordinates with homeowners and contractors relative to work to be done, presenting and selecting of bids, contractor selection, quality of work and payment for work, timetables, customer satisfaction, property access, and follow-up on completed work.
- Ensures compliance with regulatory issues including historic preservation and lead paint abatement.
- Conducts outreach on the CDBG informing a wide varied audience about the program, and makes appropriate referrals to other programs when CDBG would not apply or be appropriate.
- Files appropriate liens against recipients' properties and provides information on the release of liens to former recipients, heirs, title companies and attorneys.
- Produces required reports.
- Maintains and manages a list of qualified contractors.
- Keeps abreast of current changes in rules, regulations, laws, policies and procedures.
- Ensures approved historic property changes are adhered to.
- Provides assistance to and takes the lead with other departments on a variety of related projects.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a bachelor's degree in engineering, economics, construction management or related field and three years of progressively responsible experience in construction management, contract management, code inspections or related field. Must possess appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the rules, regulations, and procedures of the Community Development Block Grant Program.
- Thorough knowledge of the City's home improvement program.
- Thorough knowledge of the City's construction codes requirements, including local and state requirements..
- Thorough knowledge of the methods, materials and techniques involved in building construction, repair and alteration.
- Ability to write construction specifications and prepare drawings.
- Ability to convey accurate explanations of various codes, ordinances, regulations and the reasons therefore.
- Ability to read and interpret blueprints working drawings and specifications.
- Ability to deal firmly but fairly and tactfully with contractors and homeowners in situations which are often contentious.
- Ability to be effective and concise in oral and written communication.